



Teacher Performance Appraisal – New Teachers

Pre-Observation Meeting

- Know your board documents – ask questions to clarify the process and expectations.
- Choose an optimal time and date for the observation.
- Describe the lesson to be observed.
- Be prepared to speak to the following:
 - your successes and strengths as well as anything you would like feedback on in particular;
 - characteristics of your students/class;
 - the lesson which will be observed (include modifications required);
 - the assessment;
 - the resources used;
 - curriculum expectations;
 - the competencies to be addressed and examples of how you will demonstrate each.
- Consider bringing samples of student work, portfolios, artifacts to demonstrate evidence of your practice and strengths.

Pitfalls to Avoid

- Reluctance to engage in professional dialogue about your teaching practice.
- Lack of dialogue about expectations.
- Lack of preparation:
 - incomplete/vague lesson plans;
 - lesson plans not connected to the curriculum;
 - lack of assessment strategies;
 - using a limited range of assessment strategies;
 - lack of long range/short range plans.
- Lack of evidence in addressing competencies.

Classroom Observation(s)

- Should occur on the date/time agreed upon.
- Pay attention to transitions and pacing.
- Demonstrate your behaviour management techniques.
- Check your pre-observation notes to review the focus competencies.

- Jot down some notes following the observation.
- Ask for informal feedback.
- If another observation is required, use the time between to make changes.

Pitfalls to Avoid

- Trying a new instructional strategy.
- Not preparing your classroom for the evaluation.
- Not dealing with a behaviour issue.

Post-observation Meeting

The evaluator will:

- discuss the classroom observation including the agreed upon competencies identified in the pre-observation meeting;
- comment on competencies that were not part of the observation:
 - be prepared to speak to and show evidence of other competencies;
- provide feedback and make recommendations:
 - be prepared to ask questions so you fully understand the feedback;
 - be prepared to provide input on these recommendations – after all, it is your professional growth.

Remember:

- this is your opportunity to identify any concerns you have about the process;
- if you need more time to consider the content of this meeting, request an opportunity to reconvene.

Summative Report

- There should be no surprises in the content of the report or the rating and recommendations.
- Sign to acknowledge receipt.
- If you do not agree with the report, you have some options for follow-up. Contact the federation to discuss your concerns.

ST:KH